

# Sample Plan Formats

**Introduction.** A 5-Step Community-Focused Court Planning Model was introduced at the May 1998 California Statewide Conference: *Courts and Their Communities: Local Planning and the Renewal of Public Trust and Confidence*. This 5-Step model was developed based on previous statewide and nationwide experience with *long-range strategic planning* as well as new insights into community collaboration.

Following the conference, several County Planning Teams requested “sample plans” that would offer a format to follow and that would assist them in developing their local plans. This document seeks to fulfill that request. It contains an Overview of Plan Types and Timeframes and Sample Long-Range, Operational, and Action Plan Formats.

**Overview of Plan Types and Timeframes.** As you embark on or continue your community-focused court planning activities, it is important to recall that there are many different types or levels of planning that government and organizations can and do engage in.

➤ **Long-Range Plan.** The planning process begins with a long-range strategic plan.

*Long-range strategic planning:*

- *defines the long-term vision and mission of the court,*
- *uses extensive court user and public outreach efforts,*
- *identifies and describes long-range issues, and*
- *identifies goals and strategies for addressing those issues over the long term.*

Information developed as part of the long-range planning process will inform the Judicial Council about the needs of the courts and their communities which it can then use to develop effective statewide strategies and initiatives, as necessary.

➤ **Operational Plan.** As the first level of management tools, the operational plan builds on the long-range plan. *Referring back to the goals and strategies identified in the long-range plan, the Operational Plan identifies specific:*

- *objectives to be accomplished, and*
- *short-term time periods for their accomplishment.*

➤ **Action Plan.** An action plan is task-oriented and builds on the operational plan. *Action planning identifies the projects and tasks that must be undertaken to achieve the objectives specified in the operational plan.*

**It is intended that county teams will assist their county courts in the long-range strategic planning process to establish long-term goals for the courts in relation to their communities.**

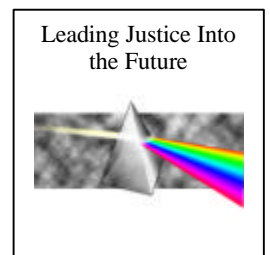
It is up to the courts, with input from their communities, to develop *operational* and *action plans*, as court management tools, that establish objectives, priorities, tasks, and timelines necessary to implement the plan.

Set forth below is a chart that provides general guidelines about the effective timeframes for each type of plan. These are guidelines, not requirements. It is important to remember that each planning process is unique to each county court system so that it can be responsive to both the community and the organization’s needs.

# Sample Plan Formats

|                       |                           | Types of Plans   |             |                |
|-----------------------|---------------------------|--|-------------|----------------|
| Level of Planning     |                           | Plan Elements  | Useful Term | Review         |
| Courts & County Teams | Long-Range Strategic Plan | • Vision Statement/Core Values   | 20 years    | 10 years       |
|                       |                           | • Mission Statement  | 10 years    | 6 years        |
|                       |                           | • Issue Statements/Key Results Areas (developed from Trends and Stakeholder Information) | 6 years     | Biennial       |
|                       |                           | • Goals & Strategies   | 6 years     | Biennial       |
|                       |                           | • Desired Outcomes   | 2 years     | Biennial       |
| Court                 | Operational Plan          | • Objectives   | 2 years     | Annual/Ongoing |
| Court                 | Action Plan               | • Task Plan and Timeline   | Annual      | Ongoing        |

**Sample Plan Formats.** Attached are sample plan formats for each level of court planning. These samples are not intended to provide a comprehensive list of issues. Rather, they take one issue and show how it is worked from long-range, through operational and actions plans. For additional information about possible issues the courts may want to investigate with their communities, please refer to the Judicial Council of California's Long-Range Strategic Plan. (See *Leading Justice Into the Future*, the book and brochure distributed at the conference and available upon request.) The Trial Court Performance Standards are also a good source for court operational issues.



As county planning teams develop their plans, AOC staff will continue to share progress reports with all county teams. Please feel free to contact Shelley Stump at 415-396-9310 or [shelley\\_stump@jud.ca.gov](mailto:shelley_stump@jud.ca.gov) with any questions.

# Sample Plan Formats

## SAMPLE 1: LONG-RANGE STRATEGIC PLAN

### SUPERIOR COURT COUNTY OF “JUSTICE FOR ALL”

**VISION STATEMENT:** The vision statement is the *core values of the organization, i.e., the values that are intrinsic to the organization, that are independent of current trends, and that the organization wants to become or stay.*

**EXAMPLE:** The Core Values of the Superior Court, County of Justice For All, are:

- Integrity
- Impartiality
- Equal Access
- Administrative Consistency
- Accountability
- Innovation

**MISSION STATEMENT:** The mission statement is a confirmation of the *organization’s purpose that describes its fundamental reason for being, inspires and directs change, connects and motivates people, and serves as a reference point in the strategic planning process.*

**EXAMPLE:** The Mission of the Superior Court, County of Justice For All, is:

- To preserve and protect the rights and ideals of society through the interpretation and enforcement of the law.
- To promote peace and order through the legal resolution of disputes.
- To resolve disputes and render certain remedies for all violations of persons, property, and or/rights according to law.

[These examples of a general jurisdiction court’s vision and mission statements were provided by conference consultant, Dr. Dale Lefever, in the Conference Binder. **Each court should develop its own vision and mission statements from discussions that include the judges, court staff, and the county planning team.**]

# Sample Plan Formats

## SAMPLE 1: LONG-RANGE STRATEGIC PLAN

SUPERIOR COURT  
COUNTY OF “JUSTICE FOR ALL”

### LONG-RANGE ISSUE: 1. ENHANCING PUBLIC ACCESS AND SERVICE<sup>1</sup>

**Issue Description:** *Justice requires the ability to petition for the redress of injuries, and the right to equal access to the legal system. Barriers to meaningful access to the legal system can result in unequal treatment that can give rise to injustice.*

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#### LONG-RANGE GOALS, STRATEGIES AND DESIRABLE OUTCOMES

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#### Goal 1.1 All people will have equal access to the courts.

- Strategies:**
- 1.1(a) Identify and remove procedural barriers to court access.
  - 1.1(b) Identify and remove physical barriers to court access.
  - 1.1(c) Identify and address communication and language barriers to court access.
  - 1.1(d) Identify and remove policies and practices that give rise to bias-related barriers to full access.
  - 1.1(e) Identify and address inequities arising from unequal economic resources.
  - 1.1(f) Enhance court access through application of new technologies.

|                            |   |
|----------------------------|---|
| <b>Desirable Outcomes:</b> | By the year 2004, the court will have: <ul style="list-style-type: none"><li>➤ identified and removed conditions that present barriers to equal access to the courts and court services; and</li><li>➤ enhanced the availability of accurate, helpful, and understandable information to court users, crime victims, and members of the general public.</li></ul> |
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<sup>1</sup> Adapted from Draft Long-Range Strategic Plan, Florida Judicial Management Council, 1998.

# Sample Plan Formats

## SAMPLE 2: OPERATIONAL PLAN

SUPERIOR COURT  
COUNTY OF “JUSTICE FOR ALL”

### Goal 1.1 All people will have equal access to courts.

**Strategy:** 1.1(b) Identify and remove physical barriers to court access.

**Objectives:** 1.1(b)

1. To ensure that all courtrooms are wheel chair accessible.
2. To ensure that all courts users with hearing difficulties are provided listening assistance devices.
3. To ensure that all bench officers and court staff with physical disabilities are accommodated with appropriate furniture and equipment to accommodate their needs.

# Sample Plan Formats

## SAMPLE 3: ACTION PLAN

SUPERIOR COURT  
COUNTY OF “JUSTICE FOR ALL”

**Objective** 1.1(b) 1. To ensure that all courtrooms are wheel chair accessible.

| <b>Tasks:</b>  | <b>Who</b>            | <b>When</b>   | <b>Fiscal Year</b> |
|--|-----------------------|---------------|--------------------|
| 1. Survey current courtroom wheelchair accessibility.  | Facilities Manager    | December 1999 | 1999-2000          |
| 2. Solicit plans and bids to determine cost to install in all courtrooms where needed widened doorways, wheel chairs ramps, and other needed structural modifications. | Purchasing Department | March 2000    | 1999-2000          |
| 3. Review plans and bids. Select contractor and award contract.  | Purchasing Department | May 2000      | 1999-2000          |
| 4. Begin construction.   | Facilities Manager    | August 2000   | 2000-2001          |
| 5. Oversee completion of construction.   | Facilities Manager    | July 2001     | 2001-2002          |